

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 2545

Page 1 of 1

Agency Maryland Department of the Environment
Science Services Administration / Environmental Assessment and Standards Program

Item No.	Description	Retention
1.	Supersedes Schedule #2270 Item 1 and 2 (to separate Federal laws from State laws)	
1.	Community Right To Know –Sections 311 and 312 Emergency Planning and Community Right-to-Know Act (EPCRA) Files These files contain information regarding hazardous materials manufactured, stored, and used at their facility. The purpose of this data collection is to provide the government and the public with information to be used in planning for or responding to chemical emergencies at fixed facilities. Section 311 requires a Material Safety Data Sheet (MSDS) for each such chemical, or list of MSDSs. This is generally a one-time reporting requirement unless there is a change at the facility or in the information available regarding a substance at the facility. Section 312 files are filed annually on March 1, and contain quantity, hazard, and location information for the covered chemicals for the preceding calendar year. Due to the similarity of the reporting requirements, the Section 311 and 312 reports are maintained in a single physical file. This file also contains all correspondence with the facility concerning these requirements.	Section 311 files -Retain for 5 years after inactive, then destroy. Section 312 files -Retain for 5 years, then destroy.
2.	Community Right to Know –Section 313 (EPCRA) Toxics Release Inventory (TRI) Files Section 313 of the Emergency Planning and Community Right-to-Know Act (EPCRA), also known as the Superfund Amendments and Reauthorization Act, Title III (SARA Title III), requires manufacturing facilities and other and other specified industrial sectors to provide information about their activities with listed substances. These reports include information about direct environmental releases to air, water, and land at the facility and to transfers off-site. Information is submitted to the State and the United States Environmental Protection Agency (EPA) on EPA Form R reports. Facilities submit one Form R for each covered substance for which they meet threshold reporting levels. Form R reports are submitted annually on July 1 for the preceding calendar year.	Retain for 3 years, then destroy.

Scheduled Approved by Department, Agency, or Division Representative.

Date 4-12-10
Signature Susan Douglas
Typed Name: Susan Douglas
Title: Records Management Coordinator

Schedule Authorized by State Archivist

Date 18 May 10
Signature [Signature]

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 1 Of 2

1. **DEPARTMENT/AGENCY**
Environment

2. **DIVISION**
Science Services Administration

3. **UNIT** Environmental Assessment and Standards Program.

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. **RECORDS SERIES TITLE**
Community Right to Know -Sections 311 and 312 (EPCRA) Files

5. **EARLIEST YEAR / LATEST YEAR**
1987 TO Present

6. **RECORD SERIES DESCRIPTION** (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). Sections 311 and 312 of the Emergency Planning and Community Right-to-Know Act (EPCRA), also known as the Superfund Amendments and Reauthorization Act, Title III (SARA Title III), requires facilities to provide information regarding hazardous materials manufactured, stored, and used at their facility. The purpose of this data collection is to provide the government and the public with information to be used in planning for or responding to chemical emergencies at fixed facilities. Section 311 requires facilities that have in excess of the threshold planning quantity of hazardous substance to have a Material Safety Data Sheet (MSDS) for each such chemical. The facility must provide a copy of the MSDS or at list of MSDSs for the facility. This is generally a one-time reporting requirement unless there is a change at the facility or in the information available regarding a substance at the facility. Section 312 requires facilities to provide more specific information regarding the Section 311 chemicals at the facility. These reports are filed annually on March 1, and contain quantity, hazard, and location information for the covered chemicals for the preceding calendar year. This inventory report is a Tier Two report and refers to a specific EPA reporting form. Due to the similarity of the reporting requirements, the Section 311 and 312 reports are maintained in a single physical file. This file also contains all correspondence with the facility concerning these requirements.

7. **RECORD SERIES FORMAT(S)**

X Letter Size Microfilm

Legal Size Computer Tape

Bound Book Floppy Disk

Audio Tape Video Tape

Other (Specify)

8. **RECORD SERIES SEQUENCE**

Alphabetical

X Numerical

Chronological

Geographical

Other (Specify)

9. **VOLUME**

X File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
25
Number

10. **ANNUAL ACCUMULATION**

X File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
1
Number

11. **FILE IS USED**

X Daily Weekly Monthly

12. **FILE BECOMES INACTIVE AFTER**

5 Month(s) X Year(s)
Number

13. **CURRENT LOCATION(S)** (Bldg., Floor, Room)
1800 Washington Blvd, 5th Floor.

14. **IS RECORD SERIES DUPLICATED ELSEWHERE?** (If yes, specify agency or office)
Yes X No

15. **ACCESS RESTRICTIONS** If yes, cite law(s) & regs

Yes X No

16. **AUDIT REQUIREMENTS**

X None State Federal Independent

17. **IS AN INDEX SYSTEM USED?** (If yes, explain briefly and describe any software/hardware)

X Yes -T2Manager Application. No

RECOMMENDED RETENTION

Section 311 files -Retain for 5 years after inactive, then destroy.
Section 312 files -Retain for 5 years, then destroy.

19. **NAME AND TITLE OF PREPARER**
Patricia Williams

20. **TELEPHONE NUMBER**
410-537-3800

21. **DATE**
4/5/2010

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 2 Of 2

1. **DEPARTMENT/AGENCY**
Environment

2. **DIVISION**
Science Services Adm.

3. **UNIT** Environmental Assessment and Standards Program

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. **RECORDS SERIES TITLE**
Community RTK -Section 313 (EPCRA) TRI Files

5. **EARLIEST YEAR / LATEST YEAR**
1987 TO Present

6. **RECORD SERIES DESCRIPTION** (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).
Section 313 of the Emergency Planning and Community Right-to-Know Act (EPCRA), also known as the Superfund Amendments and Reauthorization Act, Title III (SARA Title III), requires manufacturing facilities and other and other specified industrial sectors to provide information about their activities with listed substances. These reports include information about direct environmental releases to air, water, and land at the facility and to transfers off-site. Information is submitted to the State and the US EPA on EPA Form R reports. Facilities submit one Form R for each covered substance for which they meet threshold reporting levels. Form R reports are submitted annually on July 1 for the preceding calendar year.

7. **RECORD SERIES FORMAT(S)**

X Letter Size Microfilm

Legal Size Computer Tape

Bound Book Floppy Disk

Audio Tape Video Tape

Other (Specify)

8. **RECORD SERIES SEQUENCE**

X Alphabetical

Numerical

X Chronological

Geographical

X Other (Specify) -Each reporting year is maintained as a separate file. Each reporting year file is arranged alphabetically by facility.

9. **VOLUME**

X File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
11 Other (Specify)
Number

10. **ANNUAL ACCUMULATION**

X File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
1 Other (Specify)
Number

11. **FILE IS USED**

X Daily Weekly Monthly

12. **FILE BECOMES INACTIVE AFTER**

3 Month(s) x Year(s)
Number

13. **CURRENT LOCATION(S)** (Bldg., Floor, Room)
1800 Washington Blvd, 5th Floor.

14. **IS RECORD SERIES DUPLICATED ELSEWHERE?** (If yes, specify agency or office)

X Yes -at US EPA Region III, Philadelphia, PA No

15. **ACCESS RESTRICTIONS** If yes, cite law(s) & regs

Yes X No

16. **AUDIT REQUIREMENTS**

X None State Federal Independent

17. **IS AN INDEX SYSTEM USED?** (If yes, explain briefly and describe any software/hardware)

X Yes -in a MicroSoft Access database. No

RECOMMENDED RETENTION

Section 313 files -Retain for 3 years, then destroy.

19. **NAME AND TITLE OF PREPARER**
Patricia Williams

20. **TELEPHONE NUMBER**
410.537.3800

21. **DATE**
4/5/2010